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This Notice expires 15 June 1955

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NOTICE
NO. [REDACTED]

CONFIDENTIAL FUNDS
1954

AGENT CASHIERS

BUSINESS HOURS OF THE FINANCE DIVISION DISBURSING OFFICE

1. Effective 3 January 1955, the Disbursing Office, Finance Division, Office of the Comptroller, will be open for business from 0845 to 1600 hours Monday through Friday. The Disbursing Office will not be open on Saturdays, Sundays, or holidays. This change in the closing time from 1700 to 1600 hours has been determined as being necessary in order to permit the Disbursing Office to complete the recording of the daily transactions and the balancing of cash and accounts before the end of the Agency's normal workday.

2. Emergency situations urgently requiring the disbursement of confidential funds at any time other than during the hours set forth in the preceding paragraph can be handled under arrangements presently in existence. Where such emergency situations arise after 1700 hours or on Saturdays, Sundays, or holidays, contact may be effected with the Finance Division Duty Officer by calling the CIA Watch Office, extension [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed)
H. GATES LLOYD
Acting Deputy Director
(Administration)

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